

1 [Grant Applications]

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3 **Ordinance amending San Francisco Administrative Code Section 10.170 to provide that**
4 **all applications submitted by the City for federal, State, or other grants requesting**
5 **funding for fifty thousand dollars or more for any project or program shall be subject to**
6 **approval by the Board of Supervisors by resolution and placed on the For Adoption**
7 **Without Committee Reference portion of the Board of Supervisors' Agenda.**

8 Note: Additions are single-underline italics Times New Roman;
9 deletions are ~~strikethrough italics Times New Roman~~.
10 Board amendment additions are double underlined.
11 Board amendment deletions are ~~strikethrough normal~~.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The San Francisco Administrative Code is hereby amended by amending
14 Section 10.170, to read as follows:

15 **Sec. 10.170. Grant – Application Procedure.**

16 Applications for federal, State, or other grants ~~involving~~requesting funding for less than
17 fifty thousand dollars for any project or program shall be filed on behalf of a department upon
18 the approval by the department head.

19 Applications for federal, State, or other grants requesting funding for fifty thousand dollars or
20 more for any project or program is subject to the approval by resolution of the Board of Supervisors.
21 The request for approval of a grant application must include, and shall be processed, in the following
22 manner:

23 (a) A proposed resolution approving the grant application signed by the department head
24 and the Mayor or his or her designee;

25 (b) A completed "Grant Application Information Form" provided by the Clerk of the Board
indicating the grant sought, the funding agency including contact information, applicable deadlines,

1 details of the grant, and the purpose(s) for which the grant will be utilized. Contact information shall
2 include a name, address, telephone number, and website address for the funding agency;

3 (c) The resolution shall be introduced and placed on the For Adoption Without Committee
4 Reference portion of the Agenda for the next available meeting of the Board of Supervisors;

5 (d) If any Supervisor requests that such a resolution be referred to a committee, the
6 resolution shall be submitted to a committee and reviewed by the Budget Analyst;

7 (e) When approval of a grant application must be granted within two weeks in order for the
8 application to be timely submitted, the department may submit the grant application and retroactively
9 apply to the Board for approval. The retroactive approval process shall be as follows:

10 (1) The department shall submit a proposed resolution approving the grant application
11 signed by the department head and the Mayor or his or her designee, a completed "Grant Application
12 Information Form", and a cover letter indicating the necessity and reason for retroactive approval to
13 the Clerk's Office for the Board of Supervisors;

14 (2) The resolution shall be introduced and placed on the For Adoption Without Committee
15 Reference portion of the Agenda for the next available meeting of the Board of Supervisors;

16 (3) If any Supervisor requests that the resolution be referred to a committee, the resolution
17 shall be submitted to a committee and reviewed by the Budget Analyst.

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19 APPROVED AS TO FORM:
20 DENNIS J. HERRERA, City Attorney

21 By: _____
22 JOHN I. KENNEDY
23 Deputy City Attorney
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